

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



Bi-388  
Aug. '22

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY

-----  
I N D E X   T O   F I L E S

Explanation of the Index

The system of filing devised for the Bureau of Biological Survey is self-indexing, with necessary cross references. It is divided into ten major headings, each with a separate key designation, as follows:

	Page
A - Alaska (Game Law; Fur Law, and Reindeer Investigations) . . . . .	4
BI - Biological Investigations . . . . .	5
EI - Economic Investigations . . . . .	5-7
FHR - Food Habits Research. . . . .	7-8
GC - Game Conservation . . . . .	8
GP - Game Protection . . . . .	9-10
I - Importations of Live Birds and Mammals. . . . .	10
O - Operations. . . . .	10-12
P - Publications. . . . .	13-14
R - Reservations, Game and Bird . . . . .	14

Under the major headings are subheadings of the work carried on by each division, such as "Personnel" or "Property" under "Operations," the key designations for which are "O-P" and "O-Prop.," respectively. Under the key designation is shown the principal subject to which the correspondence refers, as "John Doe" or "Per diem." Thus complete designations would be as follows:

O-P	O-F	O-F
John Doe	Per diem	Transp.-freight

When the subjects are too long to write out conveniently they may be abbreviated provided the abbreviations used are sufficiently clear.

Preceding the Index is a list of headings and subheadings, with page number. The designation, or code, will be found in the column marked "Specimen designations."

Each letter written will bear a designation in the upper left-hand corner under the words "Refer to." The first line of the designation, or code (the key letters), indicates the classification of the correspondence; the second line (a word or its abbreviation) indicates the immediate subject-matter. Where subjects are further subdivided a word or abbreviation on a third line should be shown in parenthesis, for instance:

EI	A-Z	BI-Z	EI-P	GP-TI
Gophers (S.Dak.)	Islands (Middleton)	Surveys (Texas)	Skins, aisp. (employees)	Mass. (Wm.Brown)



List of Chief Headings and Subheadings.

	<u>Page</u>
Alaska . . . . .	4
Fur Law . . . . .	4
Game Law . . . . .	4
Reindeer Investigations . . . . .	4
Miscellaneous Subjects . . . . .	4
Animals, Economic Value . . . . .	5
Fur-bearing . . . . .	6
Game Conservation . . . . .	8
Injurious . . . . .	6
Pet Stock . . . . .	2
Predatory . . . . .	6
Biological Investigations . . . . .	5
Birds . . . . .	5
Mammals . . . . .	5
Life Zones and Field Surveys . . . . .	5
Miscellaneous Subjects . . . . .	5
Birds, Biological Investigations . . . . .	5
Food Habits Research . . . . .	7
Importations . . . . .	10
Reservations . . . . .	14
Cases, Lacey and Migratory Bird Treaty Acts . . . . .	9
Distribution of Publications . . . . .	13
Economic Investigations . . . . .	5-7
Animals of Economic Value and Pet Stock . . . . .	5
Fur-bearing Animals . . . . .	6
Injurious Animals . . . . .	6
Predatory Animals . . . . .	6
Rats and Mice . . . . .	7
Miscellaneous Subjects . . . . .	7
Finance . . . . .	10
Food Habits Research . . . . .	7-8
Birds . . . . .	7
Miscellaneous Subjects . . . . .	8
Fur-bearing Animals . . . . .	6
Fur law, Alaska . . . . .	4
Game Animals . . . . .	8
Reservations . . . . .	14
Conservation . . . . .	8
Law, Alaska . . . . .	4



	Page
Game Protection (Lacey and Migratory Bird Treaty Acts.) . . . . .	9-10
Cases . . . . .	9
Investigations . . . . .	9
Permits . . . . .	9
Regulations, Amendments . . . . .	9
Treaty . . . . .	9
Treaty Act . . . . .	9
Miscellaneous Subjects . . . . .	9-10
 Illustrative Material . . . . .	13
Importations of Live Birds and Mammals . . . . .	10
Injurious Animals . . . . .	6
Investigations (Lacey and Migratory Bird Treaty Acts.) . . . . .	9
 Lacey Act . . . . .	9
Life Zones and Field Surveys . . . . .	4
 Mammals, Biological Investigations . . . . .	5
Importations of . . . . .	10
Manuscripts . . . . .	13
Migratory Bird Treaty Act . . . . .	9
 Operations . . . . .	10-12
Finance . . . . .	10
Personnel . . . . .	11
Property . . . . .	11-12
Miscellaneous Subjects . . . . .	12
 Permits (Migratory Bird Treaty Act.) . . . . .	9
Personnel . . . . .	11
Printing and Publishing . . . . .	13
Pet Stock . . . . .	5
Predatory Animals . . . . .	6
Property . . . . .	11-12
Publications . . . . .	13-14
Distribution . . . . .	13
Illustrative Material . . . . .	13
Manuscripts . . . . .	13
Printing and Publishing . . . . .	13
Miscellaneous Subjects . . . . .	14
 Rats and Mice . . . . .	7
Regulations (Migratory Bird Treaty Act.) . . . . .	9
Reindeer Investigations . . . . .	4
Reservations, Game and Bird . . . . .	14
 Surveys, Field . . . . .	4
Treaty, Migratory . . . . .	9
Treaty Act, Migratory . . . . .	9



## Index to Files

Specimen  
designations.

### ALASKA      (A)

FUR LAW	(A-FL)	( <u>Green guide</u> )	A-FL
Cases			Cases
Investigations			
Leases			A-FL
Legislation			Legis.
Permits			
Regulations (amendments)			A-FL
Reports			Reg.
Sales			
Seizures			A-FL
Shipments			Shipments
GAME LAW	(A-GL)	( <u>Green guide</u> )	A-GL
Investigations			Inv.
Legislation			
Permits, scientific			
Regulations (amendments)			A-GL
REINDEER INVESTIGATIONS	(A-RI)	( <u>Green guide</u> )	Reg.
Breeding			A-RI
General correspondence			Grazing
Grazing			
Parasites and diseases			A-RI
Reports			Rept.
MISCELLANEOUS SUBJECTS	(A-Z)	( <u>Green guide</u> )	
Bears			A-Z
Circulars			Coop.
Cooperation			
Game and fish conditions			A-Z
General correspondence			Z
Governor's Office (relations with, general)			A-Z
Health conditions			Hunting
Hunting localities and conditions			
Interdepartmental Board			A-Z
Islands (reports on and general correspondence)			Licenses
Licenses			
Military and Naval reservations			A-Z
Population (census figures)			Rept.
Reports			
Resolutions			A-Z
Statistics			
Supervision			Superv.



Specimen designations.

BIOLOGICAL INVESTIGATIONS. (BI)

BIRDS	(BI-B)	( <u>Green guide</u> )	BI-B
Banding			Banding
Counts			
Distribution and migration			BI-B
General correspondence			Distr.
Passenger pigeon			
Specimens (ordered, sent, received, and for sale)			BI-B
Waterfowl (reports of increase and decrease, etc.)			Waterfowl
Woodcock (reports of increase and decrease, etc.)			
MAMMALS	(BI-M)	( <u>Green guide</u> )	BI-M
Distribution			Spec.
General correspondence			
Specimens (ordered, sent, received, and for sale)			
LIFE ZONES AND FIELD SURVEYS	(BI-S)	( <u>Green guide</u> )	BI-S
General correspondence			Texas
State Surveys			
MISCELLANEOUS SUBJECTS	(BI-Z)	( <u>Green guide</u> )	BI-Z
Amphibians			Amphibian
Circulars			
Classification of species			
Collections for sale (make 2 carbons)			
Diatoms			BI-Z
Ecology			Plants
Fish			
Mollusks			
Plants			BI-Z
Reports			Superv.
Reptiles			
Supervision			

ECONOMIC INVESTIGATIONS (EI)

ANIMALS OF ECONOMIC VALUE AND PET STOCK (EI-PS) ( <u>Green guide</u> )		
Bats	Guinea pigs	EI-PS
Belgian hare	Kangaroo	Chipmunk
Cats	Muskrats	
Chipmunk	Rats and mice	EI-PS
Ferret	Squirrels	Squirrel
Also folders for general subjects, such as --		
Breeders' Associations		EI-PS
General correspondence in re all pet stock animals		Superv.
Supervision		

NOTE: All requests for publications on above subjects should be designated P-D. Subdivide by States where necessary.



ECONOMIC INVESTIGATIONS

(EI) (Continued)

Specimen  
designations.

FUR-BEARING ANIMALS	(EI-F)	( <u>Green guide</u> )	EI-F
Badger		Marten	Badger
Beaver		Mink	
Belgian hare		Mole	EI-F
Black Siberian hare		Muskrat	Muskrat
Cat		Opossum	
Chinchilla		Otter	EI-F
Ermine		Rabbit (jack)	Ermine
Fisher		Raccoon	
Fox		Skunk	EI-F
		Woodchuck	Skunk

Also separate folders for miscellaneous subjects, as follows:

Breeders			
Buyers			
Experimental fur farm under control of Bureau			EI-F
Furs, care of (general correspondence)			Exp.fur farm
Fur sales			
General correspondence			EI-F
Parasites			Parasites
Supervision			

INJURIOUS ANIMALS*	(EI-I)	( <u>Green guide</u> )	EI-I
Badger		Mole	Badger
Bat		Muskrat	
Beaver		Porcupine	EI-I
Cat		Prairie dog	Prairie dog
Chipmunk		Rabbit (jack)	(S.D.)
Crawfish		Rats and mice (native)	
Dog		Skunk	EI-I
Field mice		Squirrel	Field mice
Fox		Weasel	(Okla.)
Gopher		Woodchuck	

Also separate folders for miscellaneous subjects, as follows:

Damage (estimates of, furnished by State officials)		EI-I
Food value		Food value
General correspondence		EI-I
Supervision		Superv.

PREDATORY ANIMALS*	(EI-P)	( <u>Green guide</u> )	EI-P
--------------------	--------	------------------------	------

All correspondence regarding animals which prey upon  
 live stock such as bobcats, cougars, coyotes, lions,  
 wildcats, wolves, etc., filed together in one folder. EI-P  
 Bear

Make separate folders for miscellaneous subjects, as follows:

Bears		EI-P
Dogs used in hunting predatory animals		Live animal
Live animals (capture and sale of; also gifts)		
Scents used		EI-P
Sarcoptic mange (control by)		Rabies
Rabies		
Skins (disposition of)		EI-P
Supervision		Superv.
Trap lines		

NOTE: All requests for publications on above subjects should be designated P-D.

\*Subdivide by States, counties, or districts, where necessary.



ECONOMIC INVESTIGATIONS

(EI) (Continued)

Specimen  
designations.RATS AND MICE (EI-R) (Green guide)File all correspondence in re deprivations and methods of Mass.  
getting rid of rats in one folder.

Make separate folders for miscellaneous subjects, as follows:	EI-R
Devices	Devices
General correspondence	
Preparations	
Protection against	EI-R
Skins (use of and disposition)	Skins
Supervision	

MISCELLANEOUS SUBJECTS (EI-Z) (Green guide)

Circulars	EI-Z
Cooperation (with States and others)	Coop.
Epizootic diseases of mammals	(Utah)
Food of mammals	
News letter	EI-Z
Parasites	Poison
Poisons (includes gasses)	
Reports	EI-Z
Resolutions	Rept.
Supervision	
Tanning	
Taxidermy	EI-Z
Trapping	Trapping
Traps (re new discoveries and inventions)	
Wages of laborers as compared with Bureau laborers	EI-Z
	Traps

FOOD HABITS RESEARCH (FHR)BIRDS (FHR-B) (Green guide)

All correspondence concerning food habits, deprivations and control, economic value, and raising in captivity, are filed separately by species as follows:

Bantam	Hawk	Pheasant	FHR-B
Blackbird	Heath hen	Prairie chicken	Blackbird
Bobolink	Jay	Ptarmigan	
Buzzard	Kingbird	Quail	FHR-B
Canary	Kingfisher	Raven	Kingfisher
Cardinal	Lark	Ricebird	
Cormorant	Linnet	Robin	FHR-B
Crow	Martin	Snipe	Snipe
Dove	Mockingbird	Sparrow	
Duck	Ostrich	Starling	FHR-B
Eagle	Owl	Swallow	Eagle
Flycatcher	Parrot	Swan	
Geese	Partridge	Turkey	FHR-B
Grouse	Peafowl	Woodpecker	Woodpecker
Guinea	Pelican		
Gulls	Penguin	Wren	

NOTE: All requests for publications on above subjects should be designated P-D.



<u>FOOD HABITS RESEARCH</u>	(FHR)	(Continued)	<u>Specimen Designations.</u>
MISCELLANEOUS SUBJECTS	(FHR-Z)	( <u>Green guide</u> )	FHR-Z
Albumen			Albumen
Amphibians			
Attracting birds			
Bird dealers			FHR-Z
Bird foods			
Bird houses			FHR-Z
Bird lime			Birds eating poison
Birds eating poison			
Birds on reservations: See Reservation files.			
Botany			
Breeders of game birds			FHR-Z
Circulars			Botany
Depredations by migratory birds: See Game Protection files.			
Deterrents (methods and preparations used in preventing birds from causing injuries)			FHR-Z Deterrents
Ducks, diseases of			
Ducks, food of			FHR-Z
Eggs of game birds			Eggs
Fish eating birds			
Food habits (general correspondence)			FHR-Z
Food value of birds			Game birds, z
Game birds (general correspondence)			
Guano			
Importations of birds; See Importations files.			FHR-Z
Insects			Insects
Introducing new species of birds			
Names (origin and local use)			FHR-Z
Parasites			Parasites
Rearing in captivity (general correspondence)			FHR-Z
Reports			Reptiles
Reptiles			
Roosting birds (driving away)			FHR-Z
Stomachs			Stomachs
Supervision			
<u>GAME CONSERVATION</u>	(GC)	( <u>Green guide</u> )	
Antelope		Goats	CC
Bear		Hybridization	Antelope
Bison		Moose	GC
Caribou		Musk-ox	Moose
Deer		Rearing big game in captivity	
Elk		Reindeer	GC
Game animals (general correspondence)		Sea mammals	Elk
Game breeders		Sheep	
Game breeding (courses in)		Transfer of game	GC
			Tr.of game

NOTE: All requests for publications on above subjects should be designated P-D



GAME PROTECTION. (GP)Specimen  
designations.

NOTE: Included under this head are the activities of-  
 Migratory Bird Treaty Act  
 Lacey Act

CASES	(GP-C) (Green guide)	GP-C
	(GP-LC) for Lacey Act cases (Green guide)	John Doe
	Make separate folder for each defendant.	GP-LC
		John Doe

## INVESTIGATIONS (GP-I) (Green guide)

(GP-LI) for Lacey Act investigations. (Green guide)  
 All correspondence reporting alleged violations, and  
 investigations. If investigation results in a case  
 the correspondence is transferred to the case file  
 above. Lacey Act investigations and cases should be  
 filed separately.

## PERMITS (GP-P) (Green guide)

Insert green guides for following classes of permits:  
 Bird banding; filed in Biological investigations files. GP-P  
 Cold storage Propagating  
 Depredations  
 Propagating (filed alphabetically) GP-P  
 Scientific (filed alphabetically) Scientific

## REGULATIONS -- AMENDMENTS (GP-R) (Green guide)

All correspondence requesting changes in and modification  
 in the regulations. GP-R  
 Colo.

## TREATY (GP-T) (Green guide)

All correspondence in re negotiating treaties GP-T

## TREATY ACT (GP-TA) (Green guide)

All correspondence re passage of Act by Congress, etc. GP-TA  
 N.Y.

## MISCELLANEOUS SUBJECTS (GP-Z) (Green guide)

Associations concerned in protection of birds and game	GP-Z
Arrests by wardens (powers of)	Arrests
Circulars	
Confiscations	GP-Z
Depredations (investigations, reports and permits)	Confiscation
Drainage as affecting breeding birds	
Fees to U.S. Commissioners (general correspondence)	
Game commissions and wardens (duties, powers, organi- zation, etc.)	GP-Z
Game resources	Game resources
Hunting accidents (reports of)	
Hunting and shooting clubs	GP-Z
Indians (rights of)	
Mail shipments (legality of, laws and regulations pro- hibiting same)	
Plumage	GP-Z
Pollution of streams and waters	Plumage
Reports (weekly, monthly, summary, etc.)	
Resolutions	GP-Z
Shipment and sale of game birds (re legality, methods, etc.)	Shipments



GAME PROTECTION (GP) (Continued)

Specimen  
designations.

GP-Z

State laws

## MISCELLANEOUS SUBJECTS (GP-Z) (Continued)

State laws (present, pending, and proposed; includes  
bounty laws, trapping laws, hunting laws, etc.)

GP-Z

State licenses (proceeds, uses, and disposition of  
funds)

State license

State officials (approval, disapproval, and benefits  
of Migratory Bird Treaty Act and law)GP-Z  
State viol.State violations discovered by wardens incidentally  
and reported to State authorities for prosecution.

GP-Z

State wardens cooperating under M.B.T.A. (legality of, etc.)

Superv.

Supervision

IMPORTATION OF LIVE BIRDS AND MAMMALS (I) (Green guide)

General correspondence in re importations

I-Z

Permit granted to import

I-P

Quail importations (all correspondence re policy, rules,  
regulations, orders, etc.)

I

Quail

Reports

I

Supervision

Superv.

OPERATIONS (O)FINANCE (O-F) (Green guide)

O-F

Abstract

Abstracts

Advertising

O-F

Allotments

Appn.

Appropriations

Circulars

Claims (for damage to property, horses, or equipment)

O-F

Contracts (includes leases)

Contract

Finance (general correspondence) All correspondence  
concerning finance, disallowances, suspensions,  
salary, lost checks, balances, and increases or re-  
ductions in allotments, and all other matters con-  
cerning individual accounts. Make separate folder  
for each employee and file alphabetically. Add name  
of party where correspondence refers to a third party.

O-F

and

O-F

(John Doe)

Headquarters (changes in territory, etc.)

Hdqtrs.

Income tax

O-F

Liabilities

Payroll

Outside funds

Pay rolls (general correspondence, instructions, etc.)

Per diem

O-F

Projects

Superv.

Regulations (fiscal)

Supervision

Telephone and telegraph accounts

Transfer of funds

Transportation (subdivide where necessary, as autos,  
boats, express, etc.)



OPERATIONS (O) (Continued)

Specimen  
designation.

PERSONNEL (O-P) ( <u>Green guide</u> )	O-P
Assaults (on employees)	Assault
Casualties (caused by employees)	O-P
Court attendance (as expert witness)	Ident.card
Identification cards (personal and telegraph)	O-P
Injuries	Injuries
Leave	O-P
Lists (of employees)	Meeting
Meeting (attendance authorized)	O-P
Outside work	O-P
Passes	Patents
Patents and inventions	O-P
Personnel, individual correspondence. (All correspondence concerning the personal record of employee, such as appointments, furloughs, leave, promotions, resignations, reinstatements, etc. Make separate folder for each employee and file alphabetically. Add name (John Doe) of party where correspondence refers to a third party.)	O-P and O-P
Positions (applications for)	O-P
Reclassification of employees	Pos.
Retirement of employees	O-P
Salary bonus	O-P
State boards and commissions (appointments and service on)	O-P
Travel instruction	Travel Instr.

PROPERTY (O-Prop.) (Green guide)

O-Prop

Accountability (All correspondence concerning the accountability for supplies and equipment, requisitions for supplies, and transfer and other disposition of property charged to employees. Make separate folder for each employee and file alphabetically. Add name of employee concerned where correspondence refers to a third party.)	and O-Prop (John Doe)
Badges	O-Prop
Bids	Badge
Boats (Government owned)	O-Prop
Circulars	Loan
Defaults by contractors	O-Prop
Loans of property	O-Prop
Motor vehicles (Government owned )	O-Prop
Open market purchases	Motor vehicle



<u>OPERATIONS</u>	(O) (Continued)	<u>Specimen designations.</u>
PROPERTY (O-Prop.)	(Green guide) (Continued)	O-Prop
Purchases (All correspondence with parties supplying merchandise. Make separate folder for each vendor and file alphabetically.)		Purchase
Quotations and catalogues		O-Prop
Supervision		Quot.
Surplus property		O-Prop
Tax free purchases		Theft
Thefts (include tampering with)		
MISCELLANEOUS SUBJECTS (O-Z)	(Green guide)	O-Z
Addresses furnished		Files
Files (all correspondence, order, etc.)		O-Z
Hearings (transcriptions only)		Invitation
Imposters		O-Z
Invitations		Lecture
Lectures		
Letterheads (re printing thereon)		O-Z
Letters of commendation		Mail
Letters of criticism		O-Z
Letters of introduction and recommendation		Permit
Mail (all correspondence, orders, etc.)		O-Z
Minerals		Quarters
National defense		O-Z
Permits (requested by Bureau)		Seal
Quarters (rental and occupancy of)		O-Z
Separate folders for Fire protection		Regulations
Sanitation		(administrative)
Reports (made by Washington office only)		O-Z
Seal (Department)		Tel.
Service and Regulatory Announcements		O-Z
Stationery (private use)		Work of Bureau
Telegraph and telephone (re installations, preparation of telegrams, etc.)		
Title of employee (private use)		
Work of Bureau (general correspondence)		



<u>PUBLICATIONS</u>	(P)	<u>Specimen designations.</u>
DISTRIBUTION	(P-D)      ( <u>Green guide</u> )	P-D
Mailing lists		Mailing list
Quantities requested		P-D
Remittances received for publications		Remitt.
Requests to Division of Publications to distribute		P-D
Bureau publications		Quantities
Requests for publications (filed alphabetically)		P-D
ILLUSTRATIVE MATERIAL	(P-I)      ( <u>Green guide</u> )	P-I
Drawings	Motion pictures	Drawings
Electrotypes	Photographic matters	
Exhibits	Slides, lantern	P-I Slides
MANUSCRIPTS	(P-M)      ( <u>Green guide</u> )	
Preparation of (instructions, memoranda, etc.)		P-M
Make separate folders* as needed, for --		Ann.Rept.1922
Almanac	North American Fauna	
Annual report	Official Record	
Department bulletins	Posters	
Department circulars	Service and Regulatory	
Farmers' bulletins	Announcements	
Indexes	Survey	P-M
Lectures	Yearbook articles	F.B.910
Journal of Agricultural Research		P-M
Office of Information		Inf.
Outside publications (by Bureau or Bureau personnel)		
Review or criticisms of manuscripts submitted (also unsolicited criticisms and review of publications received by Bureau).		
PRINTING AND PUBLISHING	(P-P,      ( <u>Green guide</u> )	P-P
Charges against Bureau allotment		Estimate
Estimates for printing and binding		
Indexing		P-P
Job printing and multigraphing		Job
Plates (disposition of in connection with further editions)		
Printing processes		P-P
Publications exhausted (notices of)		Reprint
Reprints of publications requested		
Republishing outside, of Biological Survey reports		P-P Republishing

\*These should be further subdivided either by year or number.



PUBLICATIONS (P) (Continued)Specimen  
designations.

MISCELLANEOUS SUBJECTS	(P-Z)	( <u>Green guide</u> )	P-Z
Clippings			Clippings
Congressional bills, documents, etc., requested			
Contributions of publications to Bureau (includes			
requests by Bureau)			P-Z
Libraries (Separate folders for Bureau, Congressional,			Contrib.
and Department)			
Maps			
References to literature given correspondents.			P-Z
			Reference

RESERVATIONS: GAME AND BIRD\* (R)

Arrange guide cards by name of reservation in alphabetical order.

Make folders for subjects as needed and file alphabetically,  
as follows:

Birds	Fires	Posting	R-Big Lake
Boundaries	Grazing	Regulations	Boundaries
Cooperation	Improvements	Reports	
Claims	Leasing	Right of way	R-Nicorara
Depredations	Mammals	Sales	Improvements
Establishment of Maps		Supervision	
Feeding hay	Permits	Trespass	

NOT UNDER BIOLOGICAL SURVEY. (Green guides for each class listed)

Federal game refuges under	National military parks	R-F.S.
Forest Service	and cemeteries	R-Indian
Indian Reservations	Reservations in foreign	R-N.F.
National forests	countries	
National parks	Reservations, private	R-Private
National monuments	State reservations	R-State

Make separate folder for each reservation and file alphabetically  
behind the green guide in which it is classified.

MISCELLANEOUS SUBJECTS	(R-Z)	( <u>Green guide</u> )	R-Z
Game sanctuaries			Game sanctuaries
General correspondence			
Refuges proposed			R-Z
			Ref. proposed

\* In every case place name of reservation after key letter R followed by subject on second line.

Note: All requests for publications on above subjects should be designated P-D.

